

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director of Logistics

DATE: 22 May 1963

FROM : Chief, Logistics Services Division

SUBJECT: Monthly Activity Report - April 1963

1. Space planning continues to be our principal occupation. Numerous plans have been prepared in an effort to fit into the Headquarters building those components whose elements are required to be here. The principal difficulty has been that new requirements are generated faster than plans can be completed. As of the end of April we were still getting, almost daily, requirements for additional space. It is hoped that during the month of May plans can be finalized so that approvals can be obtained for the movement of effected components. Various estimates were given as to the requirements for additional space. During April our

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this figure was only good the day that it was prepared and that succeeding days would see requirements for additional space. As there appears to be no Agency ceiling on personnel or money, we can see no end to the increasing requirements for office space.

2. April was a slim month in terms of acquisition of personnel required to fill our vacancies.

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3. No apparent progress has been made toward the installation of the [REDACTED] Research continues preparatory to requesting procurement action.

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4. GSA responded to our request for additional carpenters by assigning ten (10) temporary carpenters and five (5) permanent carpenters to the Headquarters building. This additional man power has materially reduced the backlog of carpentry work.

5. Cleaning of the Headquarters building has materially improved. The psychological effect we were trying to get by having the corridors sparkling clean has worked. Our special cleaning crews are still working out satisfactorily. The Commo Center [REDACTED]

[REDACTED] are both showing great improvement as far as their cleanliness is concerned.

6. We should not have bragged about the parking situation at the Headquarters building. As a result of a DD/S staff meeting, rules were changed concerning the use of reserved parking spaces. The Office of Security has now instructed the guard forces to permit after normal working hours parking in any space. We consider this to be a mistake.

7. A commercial bus line was run on a trial basis from the Pentagon via Rosslyn to the Headquarters building. It did not prove to be successful as only an average of 6 to 8 people used the service. The commercial bus line withdrew the service.

8. Attached are the detailed reports from each of the LSD Branches.



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OL/LSD/[REDACTED] (22 May 63)